

**LODI CITY COUNCIL
SHIRTSLEEVE SESSION
CARNEGIE FORUM, 305 WEST PINE STREET
TUESDAY, MARCH 16, 2010**

A. Roll Call by City Clerk

An Informal Informational Meeting ("Shirtsleeve" Session) of the Lodi City Council was held Tuesday, March 16, 2010, commencing at 7:01 a.m.

Present: Council Member Hansen, Council Member Johnson, Council Member Mounce, Mayor Pro Tempore Hitchcock, and Mayor Katzakian

Absent: None

Also Present: City Manager King, City Attorney Schwabauer, and City Clerk Johl

B. Topic(s)

B-1 Review of Community Development Block Grant Funding Requests in the 2010/11 Action Plan (CD)

City Manager King briefly introduced the subject matter of the 2010/11 Community Development Block Grant (CDBG) funding requests.

Neighborhood Services Manager Joseph Wood provided a PowerPoint presentation regarding the 2010/11 funding requests. Specific topics of discussion included estimated allocation of \$743,500, 17 applications received, factors considered during review, funding availability, public service cap of \$112,681, graffiti abatement and spay/neuter programs, 8 requests from community-based organizations, scoring matrix for community-based organizations, public service funding reallocated to public facility project, recommended allocation, and public hearing and action plan document process.

In response to Council Member Hansen, Mr. Wood stated the Fair Housing money is primarily used for landlord-tenant disputes, providing counsel out of the public library community room, and mediation of fair housing issues regarding discrimination. Mr. Wood stated historically the City works closely with Fair Housing and tenants, every city in the County works with Fair Housing, and staff will get back to Council with the overall funding numbers County-wide for Fair Housing.

In response to Council Member Hansen, Mr. Wood stated staff will be monitoring Fair Housing allocation by looking at the calls of service and determining what percentage of service is being provided to Lodi residents versus the remainder of the County to ensure proper contribution.

In response to Council Member Hansen, Mr. Wood stated Second Harvest is the wholesaler for many other food banks and provides in bulk to local groups who operate pantries within the City.

In response to Council Member Hansen, Mr. Wood stated the Meals on Wheels organization has also requested funds from various cities, there are a number of sources for that program, and each request will help fill out that program.

In response to Council Member Hansen, Mr. Wood stated the primary factors for scoring with the Harvest Food Bank were that it was consistently a good performer with the funds, the need is demonstrated as very high, they are capable and ready to use the funds, the cost is reasonable, funds are for general overall operations, and there is some offset with a cost per pound for agencies.

In response to Council Member Hansen, Mr. Wood stated the LOEL Center is not yet the contractor for Meals on Wheels and when the kitchen project is completed the LOEL Center will have the ability to take over that particular program.

In response to Mayor Pro Tempore Hitchcock, Mr. Wood stated the Mobile Farmers Market is a part of the Emergency Food Bank and the agency has not been able to spend the funds in a timely fashion in the past.

In response to Myrna Wetzel, Mr. Wood stated the funds are used for full groceries and not just canned goods.

In response to Mayor Pro Tempore Hitchcock, Mr. King stated the water meter numbers in the Council Communication for tomorrow night reflect the total demand of what the need may be over the years, whereas the \$120,000 is the estimated figure for the low- and very-low categories for the current year to start the process for allocating some funding toward the water meter installation program. Mr. King and Mr. Wood confirmed that the requisite numbers for the low- and very-low categories will be provided at tomorrow night's Council meeting.

In response to Council Member Hansen, Mr. Wood stated the cap is not new and is more of a hard number now with the City having its own set aside.

In response to City Manager King, Mr. Wood stated the Revolving Loan Fund was originally administered through the Urban County, the City will have about \$80,000 as program income, the funding will be reallocated at the May 5 public hearing, and will likely be used for the Economic Development program.

In response to Council Member Johnson, Mr. Wood reviewed the proposed recommendation for the Council meeting with respect to the allocations for projects, programs, and program services.

C. Comments by Public on Non-Agenda Items

None.

D. Adjournment

No action was taken by the City Council. The meeting was adjourned at 7:32 a.m.

ATTEST:

Randi Johl
City Clerk



CITY OF LODI COUNCIL COMMUNICATION

AGENDA TITLE: Review of CDBG Funding Requests in the 2010/11 Action Plan

MEETING DATE: March 16, 2010

PREPARED BY: Community Development Department

RECOMMENDED ACTION: Review and comment on the annual Community Development Block Grant (CDBG) Program funding requests in the 2010/11 Action Plan.

BACKGROUND INFORMATION: A Public Hearing has been set for March 17, 2010, for the City Council to review and approve the City Manager's recommendations for funding for use of 2010/11 CDBG Program.

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The City will receive approximately \$751,211 in CDBG Program funds from the Federal government in the coming fiscal year, an amount equal to what was received in 2009110.

In 2007, the City Council adopted a CDBG allocation policy that pre-determines a set-aside of 60% of the CDBG adjusted annual allocation for City projects and services, and 40% for CBO projects and services. The distribution of CDBG funding in accordance with that policy is as follows:

2010/11 CDBG Allocation	\$751,211
20% Program Admin	\$(150,242)
Adjusted Balance Available for Distribution	\$600,969
60% Set-aside for City Projects & Services	\$ 360,581
40% Set-aside for CBO Projects & Services	\$ 240,388

In addition to the 2010/11 allocation from HUD, there may be up to \$10,000 in Public Service activity funding remaining at the end of the fiscal year from one or more of the following public service providers:

- Project 09-04 Fair Housing
- Project 09-05 Graffiti Abatement
- Project 09-06 Spay/Neuter Program
- Project 09-08 Second Harvest Food Bank

Any unused Public Service funds must be reallocated to a project in the coming year. As we will not know the exact amount until the end of the fiscal year, part of Council's action at the Public Hearing will be to designate a 2010 project to receive any balance of unused Public Service funds.

APPROVED: _____


Blair King, City Manager

Applications Received

At the completion of an application period that ran from January 13, 2010 to February 10, 2010, the City received a total of 12 applications from community-based organizations (CBO's) requesting a total of \$419,522, and 5 funding requests for City Project/Services.

HUD Regulations place a 15% cap on the amount of funding that can be allocated to Public Service activities, whether that be by the City or by a CBO. With a total of \$307,086 requested in Public Services and a Service Cap for 2010/11 of \$112,682, it is likely that many of the Public Service requests will not be able to be funded.

A grading/scoring matrix is used for all CBO funding requests in order to provide a standard of measurement to allow for an empirical rating of applicants. Each application is rated on a grading scale that allows a maximum of 100 points. The ranking and description of CBO applications put through that grading/scoring matrix is attached as Exhibit A.

A listing and description of City Projects/Services is attached as Exhibit B.

FISCAL IMPACT: **N/A**

FUNDING AVAILABLE: 2010/11 CDBG Program



Konrad Bartlam
Community Development Director

Attachments

City of Lodi 2010-11 CBO Applications Received

Project - Organization	Rating Score	Project Description	Activity Type	Fund Request
Fair Housing Services San Joaquin Fair Housing	N/A	Provide required fair housing services, including telephone hotline for tenants and landlords, investigation of complaints, and fair housing testing.	Public Service	\$24,691
Food Distribution Programs Second Harvest Food Bank	96	Provide support for the administration of the Food Assistance and Senior Brown Bag Programs.	Public Service	\$10,000
Hope Harbor Shelter Operations Lodi Salvation Army	84	Operating costs for the emergency shelter, food and any additional assistance needed to the homeless and low-income in the community..	Public Service	\$50,000
Mobile Farmer's Market Emergency Food Bank of Greater Stockton	82	Offer a mobile farmer's market once a month in Lodi, which includes distribution of free fruits and vegetables, nutrition education, and cooking demonstrations.	Public Service	\$5,000
Residential Handicap Accessibility Improvements Disability Resource Agency for Independent Living (DRAIL)	73	Funding for accessibility improvements in residences such as entry/exit ramps and lifts, assistive technology (lift chairs, bath lifts, wheelchair carriers and wheelchairs), and repairs to equipment.	Public Service	\$5,000
Meals on Wheels Services SJC Human Services Agency	71	Provide nutritious home-delivered meals to Lodi seniors five days per week.	Public Service	\$33,000
Job Training Program Unity Project	61	Job training and employment program that serves low income, hard to place, economically challenged unemployed, at-risk and homeless persons. Funding would cover operating cost and salary of Project Director.	Public Service	\$12,500
Micro-Enterprise Assistance Program Unity Project	48	The Unity Project Micro-Enterprise Assistance Program (UPMAP) will make short-term, fixed interest rate microloans from \$500 up to \$5,000 to start-up, newly established, and growing small businesses with 5 employees or less.	Public Service	\$50,000
		TOTAL CBO PUBLIC SERVICE FUNDING		\$190,191

City of Lodi 2010-11 CBO Applications Received

Project - Organization	Rating Score	Project Description	Activity Type	Fund Request
Facility Acquisition One-Eighty Teen Center	84	Interior renovations to dwelling at 11 W. Lockeford to accommodate expanded use for youth counseling services.	Public Facility	\$34,500
Phase III Construction Emergency Food Bank	78	Phase III of the Emergency Food Bank's ongoing expansion and modernization of their facilities located at 7 W. Scotts Avenue in Stockton. .	Public Facility	\$15,000
719 S. Washington - HVAC Replacement Housing Authority	75	Replace the existing 15+ year old HVAC systems for the 6-unit affordable housing apartment complex owned and operated by the Housing Authority at 719 S. Washington.	Public Facility	\$29,831
Land Acquisition for Affordable Housing Housing Authority	49	Purchase a 2.8 acre parcel of undeveloped land located on Westgate Drive in Lodi. The Housing Authority will then pursue the development of affordable housing on that site.	Public Facility	\$150,000
TOTAL CBO PROJECT FUNDING				\$229,331

City of Lodi 2010-11 Internal Applications Received

Project - Department	Project Description	Activity Type	Fund Request	Timeliness
Water Meter Replacement Public Works	Provide a grant to very-low and low-income residential property owners to assist with the cost of required water meter installation.	Public Facility	\$120,000	Project would likely start in 2011. Funds would likely be expended by end of 2012.
Van Buskirk Playground Replacement Parks and Recreation	Remove and replace the existing playground equipment and surfacing material to meet current playground regulations.	Public Facility	\$165,000	Funding would be expended by June 30, 2011.
Economic Development - Revolving Loan Program Community Development	Provide funding for the existing Economic Development - RLF Program to facilitate business expansion and job creation to benefit Low- to Moderate-Income persons.	Public Facility	\$80,000	Funding would likely expended by end of 2011.
	TOTAL CITY PROJECTS/PROGRAMS REQUESTED		\$365,000	
Spay and Neuter Program Animal Services	Continue the Spay/Neuter Program that offers free spay/neuter services to feral cats and cats and pit bulls owned by low-income households. Animals are also given a rabies shot if needed.	Public Service	\$25,000	Funding would be expended by June 30, 2011.
Graffiti Abatement Public Works	Abate graffiti on public and private properties in the CDBG target areas.	Public Service	\$91,895	Funding would be expended by June 30, 2011.
	TOTAL CITY SERVICES REQUESTED		\$116,895	

2010/11

CDBG Funding Requests

Presented by
Community Development Department

March 2010

CDBG Funding Requests 2010/11

- \$743,500 estimated allocation.
 - Predicting same as 2009/10 allocation.
- 17 applications received.
 - 12 CBO
 - 5 City
- Factors to consider during review.
 - HUD Regulations
 - Program Administration Cap of 20% (\$150,242)
 - Public Service Cap of 15% (\$112,682)
 - Reallocation of Unused Public Service Funds from 2009/10
 - Council Policies
 - Preference for Projects over Services
 - 60% Set-aside for City – 40% for Community-Based Organizations (CBO)

2010/11 CDBG Funding Availability

2010/11 CDBG Allocation	\$751,211
20% Program Administration	(\$150,242)
Adjusted Balance Available for Distribution	\$600,969
60% Set-aside for City Projects/Services	\$360,581
40% Set-aside for CBO Projects/Services	\$240,388

2010/11 Public Service Funding Requests

- Public Service Cap \$112,681
 - City – 2 Requests – Totaling \$116,895
 - Graffiti Abatement - \$91,895
 - Spay/Neuter Program - \$25,000

2010/11 Public Service Funding Requests

- Public Service Cap \$112,681
 - CBO – 8 Requests – Totaling \$190,191
 - Fair Housing - \$24,691
 - Second Harvest Food Bank - \$10,000
 - DRAIL – Residential Handicap Access. - \$5,000
 - SJC – Meals on Wheels - \$33,000
 - Unity Project – Job Training - \$12,500
 - Unity Project – Micro-Enterprise Loans - \$50,000
 - Salvation Army Shelter Operations - \$50,000
 - Emer. Food Bank – Mobile Farmers Market - \$5,000
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2010/11 Project Funding Requests

- City Projects/Programs - \$365,000
 - Van Buskirk Playground Replacement - \$165,000
 - Water Meter Installation Program - \$120,000
 - Economic Development – RLF Program - \$80,000

 - CBO Projects - \$229,331
 - 180 Teen Center – Expansion - \$34,500
 - Emergency Food Bank – Phase III - \$15,000
 - Housing Authority – HVAC Replacement - \$29,831
 - Housing Authority – Land Acquisition - \$150,000
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2010/11 CDBG Funding Requests

- Scoring Matrix for CBO Funding Requests
 - Activity Need and Justification
 - Readiness to Proceed
 - Cost Reasonableness and Effectiveness
 - Activity Management and Implementation
 - Past Performance
 - Matching Contributions
-

Service/Project Agency/Organization	Score	Activity Type	Funding Request
Fair Housing Services SJC Fair Housing	n/a	Public Service	\$24,691
Food Distribution Programs Second Harvest Food Bank	96	Public Service	\$10,000
Facility Expansion 180 Teen Center	84	Public Facility	\$34,500
Hope Harbor Shelter Operations Salvation Army - Lodi	84	Public Service	\$50,000
Mobile Farmer's Market Emergency Food Bank	82	Public Service	\$5,000
Phase III Construction Emergency Food Bank	78	Public Facility	\$15,000
HVAC Replacement – 719 S. Washington Housing Authority	75	Public Facility	\$29,831
Residential Handicap Accessibility DRAIL	73	Public Service	\$5,000

Service/Project Agency/Organization	Score	Activity Type	Funding Request
Meals on Wheels Services SJC Human Services Agency	71	Public Service	\$33,000
Job Training Program Unity Project	61	Public Service	\$12,500
Land Acquisition for Affordable Housing Housing Authority	49	Public Facility	\$150,000
Micro-Enterprise Assistance Program Unity Project	48	Public Service	\$50,000

Reallocation of 2009/10 Public Service Funding

- Any unused Public Service funding must be reallocated to Public Facility project.
 - Up to \$10,000 may be available June 30, 2010.
 - ❑ 09-04 Fair Housing
 - ❑ 09-05 Graffiti Abatement
 - ❑ 09-06 Spay/Neuter
 - ❑ 09-08 Second Harvest Food Bank
 - Designate an approved project to receive reallocation.
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2010/11 CDBG Funding

■ Public Service Funding

□ Capped at \$112,682

- Graffiti Abatement - \$67,682
- Spay/Neuter Program - \$15,000
- Fair Housing - \$20,000

□ Leaves only \$10,000 for remaining Public Service requests.

- Second Harvest – \$10,000 – Score 96
 - Mobile Farmer's Market - \$5,000 – Score 82
 - Residential Handicap Access. - \$5,000 – Score 73
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2010/11 CDBG Funding

- CBO Funding Available - \$240,388
 - Funding 3 of the 4 Projects – Total of \$79,331
 - 180 Teen Center - \$34,500
 - Emer. Food Bank Phase III - \$15,000
 - HVAC Replacement - \$29,831
 - Land Acquisition - \$0
 - Funding 2 of the 8 Public Services – Total \$30,000
 - Fair Housing - \$20,000
 - Second Harvest - \$10,000
 - \$131,057 Available for Allocation
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2010/11 CDBG Funding

- City Funding Available - \$360,581
 - Projects/Programs - \$365,000
 - Van Buskirk Playground Replacement - \$165,000
 - Water Meter Installation Program - \$120,000
 - Economic Development – RLF Program - \$80,000
 - Public Services - \$82,682
 - Graffiti Abatement - \$67,682
 - Spay/Neuter Program - \$15,000
 - Consider using available CBO set-aside \$131,057
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2010/11 CDBG Funding

- Public Hearing – March 17th
 - Action Plan 2010/11
 - Draft Action Plan Document
 - 30 Day Public Review/Comment Period
 - Final Document to Council on May 5th
 - Questions or Comments?
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